



**MEMORANDUM**

**TO:** District Superintendents  
District Finance Directors  
District Human Resources Directors

**FROM:** John K. Cooley, Deputy Superintendent  
Division of Finance and Operations

**DATE:** May 7, 2009

**RE:** Definition of District Administrators for Furlough Purposes

Joint Resolution (JR) H.3352 states the following "... (4) if not prohibited by an applicable employment contract, furlough teachers for up to five noninstructional days, provided that district administrators are furloughed for twice the number of days." The JR does not define "district administrators."

The State Department of Education (SCDE) provides school districts with the following guidance for determining district administrators:

- (1) Employee is employed at the district office with a school identification number of 000.
- (2) Employee is coded in one of the following position codes in the Professional Certified Staff (PCS) system: 16, 20-21, 24-26, 28, 30-35, 41-43, 47-84, 95-96.
- (3) If the employee is not coded in PCS, but performs a function outlined in a position code listed above, consider as district administrator for purposes of this JR.

Districts should use its best judgment when determining which employees to furlough and the amount of days.

If you have any questions, please contact Mellanie Jinnette at 803-734-3605 or Len Richardson at 803-734-8504.